



Department of Public Instruction
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To: School Administrators

From: Dr. Sherry Houdek, Director for Teacher and School Effectiveness

Date: March 2015

Subject: Summer School Reporting

This message provides the necessary procedures to complete the online application and reporting for the summer school approval process. The Summer School Application and Licensed Personnel (MIS03) reports will be open for data entry beginning on **March 31st** and must be received by the Department fifteen days prior to the start of the program. Please follow the steps below for the STARS reporting:

1. Log into **STARS** (<http://www.dpi.state.nd.us/resource/STARS/index.shtm>.) You need authority granted to you to enter licensed personnel information as you would during the regular school year.
2. On the **Fill Out Reports** page of STARS you should see a folder identified as **Personnel**. Click on the + sign by Personnel to open the folder, if you do not see this folder contact your school administrator to provide you permission for this folder in the STARS system under "Manage User".
3. Click on the + sign by **Summer School Licensed Personnel (MIS03)** to view your district and plant identification.
4. Click on the appropriate **plant identification** (County, LEA, Plant number) for the elementary or high school program. A box to your right will appear.
5. Select the default **2015-2016** school year and click on "Select".
6. Click on **Summer School Application** and enter the requested information. **Save. Validate. Submit.**
7. Click on **Licensed Personnel** to enter the summer school data. This process is the same as the regular school year entry.
8. Click on **Add Licensed Personnel**.
9. Enter your summer school **teaching staff** by license number. You will be able to roll over your summer school staff each year after the first year of entry.
10. Enter the **course name and course number** being taught through the course code search.

11. For each course enter the **credit code** (for high school), **total number of instructional hours, projected number of students per grade** (based on the grade level this upcoming fall), and **gender**. Please note: Driver Education courses require a minimum of 30 hours of classroom instruction, 6 hours of behind the wheel, and 6 hours of observation for ¼ credit.
12. **Save** the report throughout the data entering process. You can log out and return to the MIS03 to enter data at any time.
13. When completed, **validate** the report. Address any errors and warnings identified. You can submit the report with warnings, but not with errors.
14. Print copies of the reports for your records if you wish.
15. **Exit Report** and **log out** of STARS when done.

The Summer School Application and Licensed Personnel (MIS03) report on STARS will be open for data entry beginning on **March 31st** and must be received by the Department fifteen days prior to the start of the program. Once our office receives the completed application and the MIS03 report, we will verify the information and send an approval letter to the district office recognizing the approved courses. Upon completion of the summer school program, the district will report the student attendance for the approved summer school courses on the STARS Fall Enrollment Summer School Report. This information determines your state reimbursement for summer school which is paid out in the fall.

Reminder: Please be certain that all driver education instructors have provided the necessary information to the Education Standards and Practices Board office for **annual renewal** of their driver education endorsements in order to expedite program approval. You may contact the ESPB office by phone at (701) 328-9641 or by e-mail at <http://www.nd.gov/espb> .

If you have any questions on the approval of the summer programs and reporting, please contact Paula McKay by phone at (701) 328-4563 or by e-mail at pmckay@nd.gov. If you have any questions regarding state funding or fall reporting, please contact Don Williams at (701) 328-2236 or by e-mail at dmwilliams@nd.gov . Thanks and have a good summer!